

**STATE OF CALIFORNIA
DEPARTMENT OF ECONOMIC OPPORTUNITY
DUTY STATEMENT**

Employee Name	Classification Office Technician (G)		Position Number
Division/Unit Admin/Contract Services	Date	Prior Incumbent	Prior Pos #(if applicable)

SUMMARY OF RESPONSIBILITIES

Under general direction of the Staff Services Manager I, Contracts Manager, the incumbent will complete a variety of the most difficult clerical assignments in the Contract Services Unit while exercising a high degree of initiative and independence that is required to perform the day-to-day tasks. Duties include, but are not limited to, the following:

- 40% Review contract documents to ensure that they are complete before routing to contractors. Review and process contract documents to ensure proper documentation is submitted. Follow complex procedures to the "fully executed contract" process.
- 25% Route contracts and other contractual documents. Interact with all departmental staff to provide requested information or to obtain information such as department files, records, and publications.
- 25% Maintain contract database. Create, edit, retrieve data, and compile contract status reports. Type complex contract documents, charts, tables, and graphs.
- 5% Maintain contractor insurance records and contract files.
- 5% Other duties as assigned appropriate to the classification.

Performance Expectations:

- Represent CSD in a positive and professional manner
- Be a Team Player - Cooperate to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Work cooperatively with all departmental staff.
- Treat all assignments personally given to you by the Director, Chief Deputy Director or the Deputy Director for Administrative Services as priority.
- Complete assigned tasks accurately and timely.
- Keep supervisor apprised of current work priorities and workload status.
- Organize and coordinate day-to-day work to ensure that all assignments receive appropriate attention and meet established timelines; or anticipate the need to modify established timelines, seek and obtain approval, as appropriate, and follow up with the appropriate action in advance.
- Obtain supervisor's review and approval on assignments that involves any potentially sensitive matters.
- Maintains at least intermediate skill level on PC software that directly impact assignments and is willing to learn new programs as they are incorporated into office operations.

Characteristics:

- Customer Service – Personifies CSD's number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.

Office Technician Duty Statement

- Leadership – Possesses a natural ability and keen desire to manage projects and mentor and guide staff, as well as internal and external customers. Demonstrates and encourages creativity and proactive problem-solving.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles. Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Vision – Understands the context and mission of the Department both internal and external. Awareness of the Department's critical issues, and anticipates and influences the future. Has the ability to organize for success.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.

Supervision Received: The Office Technician (G) receives general direction from the Staff Services Manager I, Contracts Manager.

Supervision Exercised: None

Administrative Responsibility: Adhere to all applicable Federal and State law and/or regulations related to contracts. Adhere to departmental and unit policies and procedures.

Personal Contacts: The Office Technician (G) may have contact with departmental management, program staff, CSD's contract network, and other Federal and State agency personnel.

Actions and Consequences: Failure to comply with or assure compliance with applicable Federal or State law regulations, and other contract requirements may result in the loss of funding, ineffective services to contractors and the low-income population served.

Job Requirements:

The incumbent is required to perform the essential functions of the position including the ability to sit, stand, speak, hear, see, type, use a personal computer, read, comprehend and follow written instructions, manuals and correspondence, and use reasonable judgment and logic.

Supervisor's Signature

Date

I have read and understand the duties assigned as described above.

Yes No

____ ____ Can you perform the essential functions of the position with or without reasonable accommodation?

(If Reasonable accommodation is necessary, please complete a Reasonable Accommodation Request Form from the Human Resources Office, Reasonable Accommodation Coordinator).

Incumbent's signature

Date